



## OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

December 1, 2008

Insurance Company  
Accounting/Compliance Department

**Re: Annual Statement Filing Instructions and  
Application for Renewal of Certificate of Authority**

All forms and instructions are located on the Department's official website; however, there are several items to which we call your attention:

1. **DO NOT INCLUDE PREMIUM TAX FILINGS AND/OR PREMIUM TAX PAYMENTS WITH YOUR ANNUAL STATEMENT FILINGS.** THE REGULATORY SERVICES DIVISION OF THE OFFICE OF INSURANCE COMMISSIONER IS NOT RESPONSIBLE FOR ANY PENALTIES OR FINES, WHICH MAY ACCRUE DUE TO YOUR FAILURE TO FOLLOW PREMIUM TAX INSTRUCTIONS. As in past years, premium tax instructions have been sent under separate cover from the Premium Tax Division of the Office of Insurance Commissioner. If you have questions regarding premium tax issues, please contact the Premium Tax Division directly at (404) 656-7553.
2. All fees and forms should be bound by binder clip (**do not staple anything within the filing**). For our domestic companies, all fees and forms should be stapled to the Jurat Page of the appropriate annual financial statement. Your NAIC Number is to appear on any fees submitted to this Department. Holding Company Groups should take special care to place items in the appropriate order for each Company filing.
3. For our domestic companies, we require covers of the specified color for each type of financial statement filing. (Life companies are to be filed under "blue" cover, Property & Casualty companies under "yellow", HMO companies under "orange", PSHCC companies under "purple", etc.).
4. The "Fee Statement" located on our website itemizes certain fees you will owe for renewal of your certificate of authority and required financial statement filings. This limits processing to one check for the payment of fees for each insurer. We believe that insurers find this more convenient than requisitioning and remitting multiple checks over the course of the year for quarterly statement filing fees. We ask your continued cooperation in this system of fee collection. Attach check for appropriate renewal fee for your certificate of authority and required financial statement filings, as listed on the Fee Statement, on the Fee Statement itself.
5. The Certificate of Compliance from the Insurance Commissioner of the state of domicile showing that it is authorized to transact the kinds of insurance to be transacted in Georgia (Foreign and Alien Companies).
6. The Certificate of Deposit for the Insurance Commissioner of the state of domicile showing amount on deposit (Foreign and Alien Companies). A properly completed copy of the UCAA Certificate of Deposit form is acceptable.
7. A statement on Company letterhead setting forth the names and addressed of all general officers of the Company, with the number of shares of capital stock of the Company held by or for each such general officer, certified to by the Secretary of the Company (see Georgia Insurance Code Section 33-3-13). The term "General Officer" is interpreted to mean President, Vice Presidents, Secretary, Treasurer and Chairman of the Board.
8. Appointment of Attorney-in-Fact (Form GID-3) to be filed by all companies designating some resident of this State other than the Commissioner of Insurance to accept service of legal process. **ATTORNEY MUST BE AN**

**INDIVIDUAL, NATURAL PERSON, NOT A FIRM.** BOTH BUSINESS AND RESIDENT ADDRESS OF PERSON DESIGNATED ARE REQUIRED, INCLUDING THE COUNTY. A POST OFFICE BOX IS NOT ACCEPTABLE. FORM GID-3 IS REQUIRED TO BE COMPLETED AND SENT IN EACH YEAR. (Not applicable to Fraternals – Fraternals need to complete Form GID-4.)

9. Annual Statement for Publication (Form GID-11) accompanied by published statement and affidavit of publication. **NOT ACCEPTABLE WITHOUT THE NEWSPAPER PUBLICATION.**
10. All Life Companies, if Company writes Group A&H cases under 50 lives, a Small Group Pooling Certification is required per Georgia Regulation §120-2-10-.12(9).
11. All Life Companies, the Listing of Exempt Forms, per Georgia Regulation §120-2-25-.04 should be sent to the **Life and Health Division, Room 902, Attention: Tom Carswell.**
12. All Life Companies, please remit Life and/or Accident and Sickness Advertising Certificates, per Georgia Regulations §120-2-11-.11 and §120-2-12-.19, as applicable. **The filing fee is \$25 per filing.**
13. All Property & Casualty Companies, Insurers 384 Liability Report (Form GID-42) is completed by April 30.
14. All Property & Casualty Companies, Casualty Insurers Report (Forms GID-44 & GID-45) are due April 30, per Georgia Regulation §120-2-18. Companies reporting statistics to AAIS, ISO, NAI, NCCI OR NISS need to complete only column 7 (count of cancellations and non-renewals).
15. All Property & Casualty Companies, Insurance Expense Exhibit are due April 1 and should be sent to the **Regulatory Services Division, Room 604, Attention: Bruce Williamson.**

**Of note, Items 10 through 15 are required filings that are not a part of the “Annual Statement Filing.” Items 10 through 12 are to be filed with the Life & Health Division, Room 902, Attention: Tom Carswell. Items 13 through 15 are to be filed with the Regulatory Services Division, Room 604, Attention: Bruce Williamson.**

We believe we have made available all the forms and instructions necessary to make a timely filing. All renewals must be filed on or before March 1, 2009. Please notice the bottom of this page for the appropriate address for which all fees and required filings should be submitted. **We do not accept walk-in deliveries by company personnel or local messenger. Please send all annual renewal material by U.S. Mail or a major global courier (FedEx, UPS, Airborne Express, etc.).** If you need any clarification of the renewal process, please call or write Bruce Williamson of the Regulatory Services Division at (404) 657-9205 or bwilliamson@oci.ga.gov.

Sincerely,

Donald F. Roof, Director  
Regulatory Services Division

**IF YOU ARE AN INDIVIDUAL WITH A DISABILITY AND WISH TO ACQUIRE THIS APPLICATION IN AN ALTERNATIVE FORMAT, PLEASE CONTACT THE ADA COORDINATOR AT THE GEORGIA INSURANCE DEPARTMENT, 2 MARTIN LUTHER KING, JR DRIVE, ATLANTA, GEORGIA, 30334.**

**PLEASE SEND ALL ANNUAL RENEWAL FILING MATERIALS TO THE  
FOLLOWING ADDRESS:**

**OFFICE OF COMMISSIONER OF INSURANCE  
REGULATORY SERVICES DIVISION  
FLOYD BUILDING, 604 WEST TOWER  
2 MARTIN LUTHER KING, JR. DRIVE  
ATLANTA, GEORGIA 30334**